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Compensation and Tax Division

General Summary

A paper was submitted by OF prior to the survey which outlined extensive re-organization and changes in grades among the positions of C&TD. Requested actions covered positions in the Covert Tax Staff and the three Branches of the Division. The survey supports all the structural alignment as requested, but reflects some variance in grade allocations as opposed to those requested.

In the Office of the Chief, a Systems Analyst from the Analysis Staff has been, and apparently will continue working under the cognizance of the Chief, C&TD as the resident senior analyst responsible for developing, improving and maintaining automatic payroll systems. This position has indications of being permanent, or at least very long term, and is not responsible to the Chief, Accounts Division or the Analysis Staff. Therefore, it is being transferred to reflect the location and level at which it was working.

If implemented as requested, Covert Tax Staff would have a line organization at grades GS-14, GS-13, GS-12, GS-11 and GS-09 for professional positions. Review and evaluation results in a determination that the GS-12 level is proper for the second position. As Chief of CTS, the grade of position 0833 would normally evaluate at GS-13. Due to addition of responsibilities and highly specialized functions placed specifically in the job of the Chief, additional grade credit has been provided for the GS-14 allocation. Those special considerations do not extend sufficiently into the responsibilities of position 0834 to justify reallocation to GS-13.

Upgrading was requested for the secretarial position in the Staff from GS-06 to GS-07 based on extension of duty assignments beyond the normal scope of a secretary. There are collateral duties in the position but they do not equate at a level sufficient to justify change of title or grade of the position.

Proposed actions in the Special Payroll Operations Branch called for transfer of one GS-09 and three GS-07 positions to the Automated Payroll Operations Branch, as a result of automating some Special payroll cases and transfer of accountability to the Automated Branch. The position movements are in line with changes in the volume and character of work load.

Proposed changes in the Automated Payroll Operations Branch are extensive and significant. A majority of the upgrading actions proposed have been approved, but not necessarily at the levels requested.

Part of the Office request was to upgrade Time, Leave, and Pay Clerk positions from GS-05 to GS-07. Extensive comparability research has been conducted in other federal organizations to determine a possible basis for such upgradings. With few exceptions Payroll Clerks or Payroll Technicians are rarely allocated above GS-05. Comparison of OF position functions with the functions of external positions containing unique requirements indicates justification for GS-06 allocation as Payroll Technician for a majority of the positions in APOB. Certain positions are retained at the GS-05 level based on the processing of less complex actions.

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The proposed alignment of positions in the Systems Administration Branch called for a line organization. Survey determinations indicate a need to identify and separate distinct functional groups which are defined in the preceding position listing and the following designation of organization and position titles.

One additional position is recommended for SAB based on size of work load and to provide back up to the incumbents of positions 0934 (1 of 2) and 0856. Both incumbents of the latter positions are working at near peak levels as a matter of course and have no dependable back up in the Branch.

Office of the Chief

Current: No Position

PMCD Recommendation: New (1), Systems Analyst, GS-13

This position is under the supervision of the Chief, C&TD, rather than Chief, Analysis Branch. Apparent intent is to continue this status for the foreseeable future. In addition to the specific systems development and testing responsibility, incumbent of this position provides for nominal supervision and technical guidance of two incumbents of the Division, further substantiating the need to identify the location of the position in C&TD.

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Current: Position 0835 \*1, Tax Accountant, GS-11

PMCD Recommendation: \*2, Tax Accountant, GS-11

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Volume and complexity of work in the Staff is sufficient to support two positions at the journeyman GS-11 level. The increased incumbency is derived from the following GS-09 position.

Current: Position 0737 \*2, Tax Accountant, GS-09

PMCD Recommendation: \*1, Tax Accountant, GS-09

To provide needed ceiling in the preceding position action.

Special Payroll Operations Branch

Current: Position 0926 (2), Finance Assistant, GS-09

PMCD Recommendation: (1), Payroll Technician, GS-09

This position is concerned with processing the most difficult cover offset pay cases covering long periods of time for which no pay action was processed. Based on these duties the position should be titled Payroll Technician. The reduction of one ceiling to establish an additional position in the Automated Payroll Operations Branch.

Special Payroll Operations Branch

Current: Position 0842 \*2, Finance Assistant, GS-09

PMCD Recommendation: (2), Payroll Supervisor, GS-09

The title is changed to better reflect the kinds of work performed. The positions are shown as limited incumbencies in conformity with standard practices on supervisory positions.

Current: Position 0841 \*12, Finance Assistant, GS-07

PMCD Recommendation: \*9, Payroll Technician, GS-07

The reduction of three positions is due to a transfer of functions and positions to the Automated Payroll Operations Branch. The title is changed to correctly reflect the duties of the positions.

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Current: Position 0839 (1), Secretary-Steno, GS-05

PMCD Recommendation: (1), Secretary-Typing, GS-05

Survey indicated that stenographic skills are not required for performance of duties in this position.

Automated Payroll Operations Branch

Current: Position 0846 (1), Time Leave Pay Sup, GS-11

PMCD Recommendation: (1), Finance Officer-Ch, GS-12

The complexities of this position have changed considerably since last reviewed due to additional categories of pay data, the impact of automation, and the kinds of qualifications required to fill the position. It is considered on a par with the Chief, SPOB, Chief, SAB, and Chief, CTB at GS-12.

Current: Position 0879 (1), Time Leave Pay Sup, GS-09

PMCD Recommendation: (1), Finance Officer-Ch, GS-11

The basis for upgrading the Branch Chief positions carries over to this position. Incumbent of the position must understand the full impact of automation on the payroll system, be capable of training Branch personnel in payroll operations, and ADP input, review and correction functions; maintain continuity and integrity of the ongoing automated systems; and deal effectively with systems and programmer personnel to resolve systems problems. In addition serves as a full working supervisor of the Branch.

Current: Position 0850 (2), Time Leave Pay Sup, GS-09

PMCD Recommendation: (1), Payroll Technician, GS-09

This position is concerned with monitoring, controlling, editing, and processing of correspondence pertaining to payroll matters. A request was submitted to upgrade the position to GS-11 as a second

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Deputy Chief, but the functions do not evaluate at that level, and supervisory duties are nominal. The responsibilities of this position are on a par with those of the payroll section supervisors and allocated accordingly. The planned incumbency is reduced to one for use in the following action.

Current: Position 0847 (2), Time Leave Pay Sup, GS-09

PMCD Recommendation: (3), Payroll Supervisor, GS-09

The Automated Payroll Operations Branch is sub-divided into these team units, each with assigned blocks of pay accounts and a number of Payroll Technicians and Clerks. Each unit is headed up by a GS-09 Payroll Supervisor. The increase in planned incumbency is to provide a supervisory position for each unit. The title Payroll Supervisor better describes the position.

Current: Position 0845 \*2, Finance Assistant, GS-07

PMCD Recommendation: (3), Payroll Technician, GS-07

These positions represent the three senior technicians in the payroll units. Each works with a unit supervisor, assisting in daily supervision of the unit as working leader and serving as technical reviewer of transactions completed by more junior technicians and clerks. Although the incumbents are involved in supervision the grade allocations are based on senior technician duties. The positions are required as adjuncts to the unit Chief positions based on work load and to provide backup during absence of the Unit Chief.

Current: Position 0915 (1), Time Leave Pay Sup, GS-06

0852 (1), Time Leave Pay Sup, GS-06

PMCD Recommendation: Abolish Positions

These positions are being abolished and the ceiling used elsewhere in the Branch.

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Current: Position 0849 \*7, Time Leave Pay Clk, GS-05

PMCD Recommendation: \*10, Payroll Technician, GS-06

The functions and responsibilities of payroll clerks in the Automated Payroll Operations Branch have changed considerably since last reviewed. The number and kinds of actions which may be taken in relation to pay have increased substantially. In addition, it has become necessary for each Payroll Technician to take on the responsibility for performing all coding of input, reviewing trial output, correcting errors and generally monitoring the integrity of the computer records for each block of accounts in his assignment. The latter function has all the aspects of computer coding assistants elsewhere in the Agency. Ceiling is derived from the transfer of four positions from Special Payroll Operations Branch.

Current: Position 0853 \*4, Time Leave Pay Clk, GS-05

PMCD Recommendation: \*5, Payroll Clerk, GS-05

The grade level and planned incumbency of this position have been verified in the survey. These positions serve as training level positions, dealing with functions that are inherently less complex than the journeyman level positions. The title has been changed to better reflect the kinds of work performed.

Current: Position 0880 \*1, Secretary-Steno, GS-05

PMCD Recommendation: \*2, Secretary-Typing, GS-05

The survey disclosed sufficient work volume within the Branch to adequately justify increasing the position's planned incumbency to two. The title has been changed to reflect the absence of stenographic work in the position.

Systems Administration Branch

Systems Administration Branch was in a state of transition during the survey. There are some problems regarding the placement of duties, compounded by physical separation of elements of the Branch.

Although not requested, survey findings indicate a need for one additional position. The incumbents of position 0934 and 0856 are working at or very near peak levels at all times and neither has proper back up except the small amount of support they can sometimes provide each other. Also, both positions operate against inflexible deadlines. In the Policy and Systems Staff there is one unused position ceiling that could be utilized in the Systems Administration Branch to provide the ceiling required.

A conflict was found to exist between the claimed duties of position 0879, Deputy Chief, Automated Payroll Operations Branch and the position of Chief, Control Section (New). Information presented indicated that both positions were responsible for activities in connection with the maintenance and modification of Automated Payroll systems, training of personnel and monitoring of operation. Position reviews indicated that position 0879 was actually performing these duties and that the incumbent of the position of Chief, Control Section (New) was involved in supportive activities at a lower level. Positions were evaluated in accordance with these findings.

Recommend that the Branch be reorganized as indicated below.

Current: Position 0854 (1), Finance Officer-Ch, GS-12

0933 (1), Finance Officer-D Ch, GS-11

0749 (1), Benefit Payment Sup, GS-11

RECOMMENDATION

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0750 [REDACTED] Benefit Payment Tech, GS-09  
 0934 [REDACTED] Finance Assistant, GS-09  
 0856 [REDACTED] Benefit Payment Tech, GS-07  
 0100 [REDACTED] Benefit Payment Tech, GS-07  
 0857 [REDACTED] Benefit Payment Tech, GS-05  
 0753 [REDACTED] Clerk, GS-05  
 0855 [REDACTED] Clerk Typist, GS-04

PMCD Recommendation: Systems Administration Branch

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 0854 [REDACTED] Finance Officer-Ch, GS-12  
 0933 [REDACTED] Finance Officer-D Ch, GS-11  
 0934 [REDACTED] Accounting Technician, GS-09  
 0753 [REDACTED] Clerk, GS-05  
 New [REDACTED] Accounting Clerk, GS-06 - need ceiling plot

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[REDACTED]  
 New (1), Finance Assistant, GS-07

0857 \*1, Coding Clerk, GS-05

0855 \*1, Clerk, GS-05

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[REDACTED]  
 0749 (1), Benefit Payment Sup, GS-11

0750 \*1, Benefit Payment Tech, GS-09

0856 \*2, Benefit Payment Tech, GS-07

The recommended organizational structure, numbers of positions, and grades proposed are based on size of work load, duties assigned and lines of authority found to exist at the time of the survey.

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